

2 SEP 1976

MEMORANDUM FOR THE RECORD

FROM : [REDACTED]
Secretary

SUBJECT: Minutes of the 12 August 1976 OTR Staff Meeting

1. The 12 August 1976 OTR Staff Meeting convened at 1400 hours and adjourned at 1525 hours.

2. Chief, II, discussed the differences between the portable television monitor system and monitors permanently placed in the classrooms which can be controlled by the instructor. He also noted the different uses which videotape currently enjoys, particularly in operational training. The members then viewed the first part of the tape Speed Reading Systems. Chief, II, noted that most of the instructors in the Institute are not familiar with the use and potential of videotape. Chief, [REDACTED] stated that one of his FY 77 Objectives is to establish a small Media Center at [REDACTED]. There are two purposes for this: first, to upgrade staff capabilities, and second, to help the students improve themselves.

3. Chief, FTD, noted that video is being used now in various parts of OTR, but not enough. Chief, TSS, stated that OTR has an obligation to make all new instructors aware of what we have to work with; this should be part of the Instructor Training Workshop. [REDACTED] should also make all instructors aware of what is available on the commercial market. The DDTR agreed on the extent of current use of video within OTR. He cited the Gellerman films as prime examples of material which is not interactive and stated that we should develop more in-house materials for use.

4. [REDACTED] discussed OTR classroom requirements. He stated that there is a need to determine the extent of classroom usage within the Chamber of Commerce Building. He distributed a form covering all C of C courses and classrooms and requested FTD, II, and LLC to complete the form. The

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DTR questioned whether there were serious scheduling problems currently. [REDACTED] stated that it is not a serious problem now, but as new courses are added it could become serious. He also noted that C of C has a variety of small and large classrooms and team rooms.

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5. [REDACTED] reported that the merger of the libraries had started. [REDACTED] has been purging duplicate materials. Lists have been disseminated to the Unit Chiefs of their books which they should check. Chief, FTD noted that there are some periodicals which are not appropriate for C of C. The DDTR suggested that this question be addressed after the merger has been completed. He asked the estimated date for completion of the purge. Chief, FTD, reported that he had levied a deadline of 20 August on his people. The DDTR stated that the move will be done incrementally, to be completed no later than 15 September and hopefully by 1 September.

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6. Chief, PB, discussed the OTR personnel report. He noted that we will be at our ceiling on 30 September as approved by the DDA. Chief, [REDACTED] reported that he had eight people in the pipeline.

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7. The group discussed the pending actions. The DD/OT stated that he would recommend adding a new section to the Field Reassignment Questionnaire to serve as a feedback mechanism for the Operations Course. The question was raised as to the true need for an ADP programmer in OTR. After some discussion, the DDTR suggested that if a programmer is needed, he will be carried on the Development Complement, but not brought over until after 1 October. Chief, II, reported slow progress on plans for his Summer Symposium and it will not be held this summer. He has developed a plan and will consult with Chief, TSS. A vacancy notice has been prepared for the Audio Technician and [REDACTED] replacement should be on board in one-two weeks.

8. The DTR reported on the DDA morning meeting. The Unit Chiefs then made their daily reports.

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